

**POSITION: DEPUTY SHERIFF II – ENFORCEMENT**

**Posting #4016-0119jhm**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

**POSITION: DEPUTY SHERIFF II - ENFORCEMENT**

**Posting# 4016-0119jhm**

\*\*\* May underfill Deputy Sheriff I – Enforcement #4015 \*\*\*

### **REQUIRED ATTACHMENTS TO APPLICATION:**

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- POST Law Enforcement Officer certification (internal applicants – POST certification not required)

**STARTING SALARY: Step 46 \$24.74 to Step 52 \$28.43 per hour, \$1,979-\$2,274 Bi weekly**

\*\*#4015 Deputy Sheriff I Enforcement – Step 40 \$21.51 to Step 46 \$24.74 per hour, \$1,721-\$1,979 Bi weekly\*\*

\*\*\*Salary will be determined based upon experience and/or education\*\*\*

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: January 2, 2019**

**CLOSING DATE: January 23, 2019**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

**JOB SUMMARY:** Under general supervision of a Sergeant-Enforcement, performs field peace officer duties at the full-performance level. Incumbents may be assigned to Investigations, Patrol, Emergency Services or Judicial Services.

**DUTIES INCLUDE:** Enforce federal, state, and local laws and perform arrests for criminal activities; serve criminal warrants as required by federal, state, and local statutes. Respond to questions, complaints, and requests for assistance from the public; perform CPR and administer first aid. Prepare various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and procedure requirements. Coordinate activities with other divisions, departments, and outside agencies.

**EVALUATION AND SELECTION FACTORS INCLUDE:** Refer to Utah County website for complete job descriptions at [www.utahcounty.gov](http://www.utahcounty.gov) for Deputy Sheriff II – Enforcement #4016 or Deputy Sheriff I – Enforcement #4015.

### **REQUIREMENTS FOR EMPLOYMENT:**

**Internal applicants:** High school diploma or equivalent (GED), three (3) years of work experience in the capacity of a certified Law Enforcement Officer and/or certified Corrections Officer, related completed degrees beyond high school will also be considered in meeting up to one (1) year of the three (3) year experience requirement. Must possess a valid State of Utah driver license. Applicants must possess either current Utah Law Enforcement Officer or Corrections Officer certification to compete for selection to a position in this classification. If selected, applicants qualifying with Corrections Officer certification must obtain Law Enforcement Officer certification through P.O.S.T. during the trial period. Trial period shall not exceed twelve (12) months.

**External applicants:** High school diploma or equivalent (GED). Three (3) years of work experience in the capacity of a certified Law Enforcement Officer and/or certified Corrections Officer, related completed degrees beyond high school will also be considered in meeting up to one (1) year of the three (3) year experience requirement. Applicants must possess a valid driver license and obtain a valid State of Utah driver license within sixty (60) days of employment. Applicants must possess either current Utah Law Enforcement Officer or Corrections Officer certification to compete for selection to a position in this classification. If selected, applicants qualifying with Corrections Officer certification must obtain Law Enforcement Officer certification through P.O.S.T. during the probationary period. Probationary period shall not exceed twelve (12) months.

For a complete job description for both positions, refer to the Utah County website: [www.utahcounty.gov](http://www.utahcounty.gov)

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

**LICENSURE/CERTIFICATIONS:** Incumbents are required to maintain certification through P.O.S.T. and successfully complete other required annual training including but not limited to firearms and Emergency Vehicle Operation training.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application for employment and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications.

### Application/Examination

Candidates will be notified of testing information via e-mail. List the e-mail address you would like to use on your application. There will be no other form of notification!

To be considered for this position, you must submit:

- Utah County Application for Employment
- College transcripts and/or diploma to receive college credit
- Supplemental Questionnaire
- Copies of certificates and current certifications to support Supplemental Questionnaire
- POST certificate – Utah LEO or Corrections certificate

The weighted testing process will include: Supplemental Questionnaire (40%), Practical Scenario (30%) and Oral Interview 30%. More detailed information, including your specific date, time and location of testing, as well as any instructions, will be provided via e-mail, at a later date.

NOTE: Testing Dates: January 28, 29, 30, or 31, 2019

Failure to satisfactorily demonstrate that you fully meet the employment requirements will result in disqualification. Faxes will not be accepted. Hand delivery, U.S. Mail or e-mail is acceptable. The Human Resource Office will not pull or copy documents from employee files or previously submitted applications. Information must be received by 5:00 P.M. on the closing date – *postmarks will not be accepted*. The Human Resource Department will screen applications for minimum qualifications. NOTE: If you are currently a Utah County Corrections Specialist and are selected for a Deputy Sheriff I Enforcement position prior to obtaining three years certified Corrections experience, you may not meet the requirements to be eligible to test for Sergeant-Corrections in the future. Refer to Sergeant-Corrections job description for further information regarding job requirements.